TRAQ DSS FORM
Checklist for Researchers applying for a RIG

- Log into **MyQueensU/SOLUS** portal (www.queensu.ca), locate **Research Applications**, click on **Go to the TRAQ Researcher Portal;**
- Click **Apply New;**
- Under **Awards**, click **TRAQ DSS FORM;**
- Complete the different tabs of the **TRAQ DSS FORM**, as described below.

Project Info tab

- Give your project a title
- Do not enter the start & end date
- If your project has an international dimension note the name of the country in the **Keywords** textbox
- If certifications are required for your project, click **Search** under **Related Certifications** to link your certifications (human ethics/biohazards) to your project if the certification is already active, or in progress
- Under **Related Certifications**, click **Add New** to make note of any required animal care certification

Project Team Info tab

- For researchers with cross-appointments: using the **Affiliation** drop down menu select the department/research centre where the project will be taking place.
- To transfer role of PI, click **Change PI**, search for PI, click **Select** once PI is identified
- To add team members, scroll down, click **Add New** under **Other Project Team Members***, click **Search Profiles**, search for team members, click **Select** once team member is identified

** Project Team Members that are external to Queen's, may be added in the Comments box (under PI information). However, any team members who should have access to the TRAQ DSS Form through the Researcher Portal should be added to the Investigator Database and added to the file under Other Project Team Members.*

Project Sponsor Info tab

- Click **Add New** to add sponsor
- Click **Agency** and search for the agency by typing ***Queen's*** in the **Abbreviation** text box. Click **Select**
- **Program:** Click the appropriate program from the Program drop down menu
- **Competition Date**: Select appointment start date or today's date.
- Enter Start and End Dates
- Click the **Generate** button and enter the **total** requested cash in the top row.

TRAQ DSS FORM tab

- Answer the questions on sub-tab 1, 2 and 4. (Do not complete sub-tab 3). This sub-tab only needs to be completed for hospital-based projects.)

Attachments tab

- Attach any document(s) identified on the **Checklist** sub-tab of the TRAQ DSS FORM such as: proposal, agreement, budget/budget justification, etc.
- Click **Add Attachment** to add proof of the RIG.

Approvals tab

- Skip this tab – Approvals tab only needs to be completed for hospital-based projects.

- Click the **Submit** button at the top of the screen when ready (Important: PI is the only team member who has access to the **Submit** button.)
- Enter the comment (e.g. “Please review.” “For your consideration”) in **Comments** text box. Click the **Submit** button either at the top, or bottom, of the pop up window.

TRAQ Tip!

- ☐ **TRAQ** does not have an automatic save feature. Please click the **Save** button before moving on to the next tab.

Need Help?

- For more details regarding the TRAQ DSS Form, please consult the TRAQ Awards – Researcher User Manual available on the TRAQ website (www.queensu.ca/traq).
- Please contact the TRAQ Help Desk for support. The TRAQ Help Desk is available by email (traq@queensu.ca)